

**Notice of Election Form**  
**FY2012 Property Loss Management Insurance Premium Discount Program**  
**Risk Management & Tort Defense Division**  
**Department of Administration**

**Purpose & General Provisions:**

The Risk Management & Tort Defense Division (RMTD) offers a property insurance premium discount of up to 10% to state agencies and universities that establish and maintain a comprehensive and effective Property Loss Management Program. The discount shall be applied against the participant's budgeted property insurance premium in FY2013.

**Requirements and Documentation:**

**Participants must complete the following to be eligible for a premium discount in FY2013:**

- 1) Deputy Agency Director, Vice President, Institutional Director (or equivalent position) must sign and return this Notice of Election form to Aric Curtiss, RMTD, **by June 15, 2011**.
- 2) Review your property claims activity report for the past four years **by October 1, 2011**. Reviewers must include at least: your contact person for this program; your RMTD Risk Management Committee Representative; a Deputy Agency Director or higher (or equivalent position), and; head(s) of facilities/maintenance. The goal of this review is to identify claim trends with an eye to develop ways to reduce the likelihood or severity of future property claims and to identify property loss management strategies to be enhanced through FY2012 and beyond. Reviewers must sign the final page of this report and submit it to RMTD **by October 31, 2011**, along with a basic plan to address the occurrence of property claims. (Note: To obtain this standard report: access State Agency Loss Reports through RMTD's website; select Standard Reports; select Property; and select Property Claims.)
- 3) Submit the following written documentation to Aric Curtiss, RMTD, **by June 1, 2012**. Documentation should be organized in a binder to be provided by RMTD. Submitted materials are not returned, therefore, maintain supporting documentation. RMTD may verify participant documentation and compliance.
  - Schedule of preventative maintenance completed for key buildings during FY2012.
  - Checklists for self-inspections completed on key buildings during FY2012.
  - Policies and procedures for hot works; impairment testing of fire protection equipment; pre-fire emergency planning; and cold weather precautions in force during FY2012.
- 4) Submit blueprints, plans and specifications for renovations or new construction involving or affecting fire suppression systems. RMTD and/or the state's property loss consultants will review materials for system density design, and other concerns. Property loss management recommendations may be made with reasonable follow-up expected of the participant.
- 5) Submit written response to recommendations contained in Property Loss Management letters issued by RMTD and/or its consultants. Responses must indicate that a reasonable effort to comply with recommendations is made.

**~ Notice of Election ~**

\_\_\_\_\_ hereby elects to participate in RMTD's FY2012 Property  
(Organization)  
Loss Management Insurance Premium Discount Program.

Our contact person for this program is \_\_\_\_\_,  
(Name) (E-mail)

\_\_\_\_\_  
(Authorized Signature) (Title) (Date)

Contact Aric Curtiss at 444-3486 or [Acurtiss@mt.gov](mailto:Acurtiss@mt.gov) with any questions or for additional information.

Each participant will be notified of its eligibility for a discount by July 1, 2012 as indicated below:

**RMTD USE**

☐ Discount Approved \_\_\_\_% ☐ Discount Disapproved

**Comments:** \_\_\_\_\_  
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